



**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open to Current City of San Diego Employees Only**

#P1665 HEAVY TRUCK DRIVER I

***SALARY: \$2692 to \$3207, Monthly, effective December 20, 2003**

***APPLY: FIRST DATE: November 21, 2003**

LAST DATE: January 7, 2004

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

A 5% additional salary may be paid when an extended period of night or unusual shift work is required

REQUIREMENTS: There are no education or experience requirements for this position.

***LICENSE:** A valid California Class A or B Driver's License or Instruction Permit and a California Department of Motor Vehicles Medical Certificate dated within the last two years are required at the time of application. You must submit a copy of your current valid California Driver's License and DMV medical card with your application. Applicants who do not attach a copy of their valid license and certificate will be **REJECTED**. Eligible applicants will be required to present a valid driver's license or Instruction Permit at the Performance test for identification. **Some positions will require a valid Tank Endorsement at the time of hire.**

Applicants with a valid Class A or B Instruction Permit may take the performance test and will be **INACTIVE** on the eligible list until presenting proof to the Personnel Department of a valid Class A or Class B California Driver's License with a valid medical certificate.

NOTES:

- *1. A CALIFORNIA CLASS A OR B DRIVER'S LICENSE WITH RESTRICTION 48 (LIMITED TO VEHICLES WITHOUT AIR BRAKES WHEN DRIVING COMMERCIALY) OR RECEIPTS FOR INSTRUCTION PERMITS WILL NOT BE ACCEPTABLE.**
2. California State law requires all employees who operate commercial vehicles as part of their employment to submit to random drug and alcohol testing.
3. Prior to rehire, former employers will be contacted regarding drug and alcohol testing results within the last year.

***DUTIES:** Heavy truck Drivers I drive single unit two or three-axle heavy trucks, five to ten cubic yard dump trucks, 6 wheel drive dump trucks, 800 series heat patch trucks, crack seal trucks, 6300 series refuse packer trucks, and 9000 series five cubic yard dump trucks equipped with a front end loader, or drive vehicles which tow trailers with a manufactured gross vehicle weight of less than 10,000 pounds; perform pre-trip inspections; keep mileage and service records; assist in loading and unloading trucks using a loader or similar equipment, including refuse barrels from city beaches and parks; and perform unskilled construction and maintenance work.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION (including any attachments required)** for this position. Your Special Application will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of the following:

1. **APPLICATION:** All properly completed applications will be evaluated for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be approved to continue in the screening process.
2. **THE PERFORMANCE TEST:** All qualified applicants will be invited to participate in a Performance Test which may include, but is not limited to, the following factors: pre-trip inspection, backing and maneuvering skills test and road test **100%**

A loaded 5 cubic yard automatic transmission dump truck will be used for the Performance Test.

Performance Test Notification: Approved applicants will be notified of the exact date, place and time of the Performance Test. **NO RESCHEDULING** will be allowed.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **three category** eligible list which will be used to fill position vacancies during the next **two years**. Category placement will be based on each candidate's final scores as follows: **CATEGORY 1:** 90 and above; **CATEGORY 2:** 80 through 89; **CATEGORY 3:** 70 through 79. For each vacancy, candidates certified to the hiring department from the list will be contacted for an interview.

KIM/February 9, 1996 *Rev. 3 (11-21-03)/Class 1513

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER